



# COMMONWEALTH of VIRGINIA

## *Department of Medical Assistance Services*

PATRICK W. FINNERTY  
DIRECTOR

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September 30, 2005

Dear Medicaid Provider:

The Department of Medical Assistance Services will be conducting a series of training seminars for **Consumer Directed (CD) Service Facilitation**. This is one of the many training sessions we offer throughout the year. Each seminar will include the following topics:

- Becoming a CD Service Facilitator
- CD Service Facilitator Requirements and Responsibilities
- Definition of Consumer Directed Services
- Assessments and Plans of Care
- Prior Authorization of Services
- CD Fiscal Agent Payroll Training
- CMS-1500 Billing/Eligibility Verification

You will find information on the seminar sites attached, along with dates, times and a registration form. Please mail **or** fax your registration as designated on the registration form. The completed registration form must be received in our office **five (5)** business days prior to the scheduled session. **You will be contacted only if we are unable to accommodate your registration request.** It will **not** be possible to accept seminar registrations by phone.

If you require accommodations due to a physical handicap, please contact the Department of Medical Assistance Services at least two weeks prior to the seminar at (804) 786-1428. Reasonable accommodations will be provided upon request.

We look forward to your participation in our Medicaid Seminar. If you have any questions regarding these sessions, please call (804) 786-1428.

Sincerely,

Michelle M. Watts  
Trainer and Instructor III

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## Consumer Directed (CD) Service Facilitation Training

DATE	TIME	LOCATION
Tuesday  <b>November 1, 2005</b>	<b>Registration</b> 8:30 am Seminar <b>9:00 am – 4:00 pm</b>	<b>Fairfax County Government Center</b> Meeting Rooms 4 & 5 12000 Government Center Parkway <b>Fairfax, VA</b>
Monday  <b>November 14, 2005</b>	<b>Registration</b> 8:30 am Seminar <b>9:00 am – 4:00 pm</b>	<b>Johnston-Willis Hospital</b> Atrium Auditorium-4 <sup>th</sup> Floor 1401 Johnston Willis Drive <b>Richmond, VA</b>
Friday  <b>November 18, 2005</b>	<b>Registration</b> 8:30 am Seminar <b>9:00 am – 4:00 pm</b>	<b>Central Virginia Training Center</b> Building 49- Davis Auditorium Route 210 <b>Lynchburg, VA</b>
Tuesday  <b>November 22, 2005</b>	<b>Registration</b> 8:30 am Seminar <b>9:00 am – 4:00 pm</b>	<b>Virginia Beach Central Library</b> Main Auditorium 4100 Virginia Beach Blvd. Virginia Beach, VA
Thursday  <b>December 1, 2005</b>	<b>Registration</b> 9:00 am Seminar <b>9:30 am – 4:00 pm</b>	<b>Virginia Highlands Community College</b> Learning Resource Center Route 372 <b>Abingdon, VA</b>

### Directions To The Training Sites

#### **FAIRFAX COUNTY GOVERNMENT CENTER**

**From I-66**, exit onto Fairfax County Parkway North (Route 7100, Exit #55B). Turn right onto Fair Lakes Parkway East. Turn right onto Monument Drive. Turn right onto Government Center Parkway. The Government Center is on the left.

**From Route 50**, exit on West Ox Road South (Route 608). Left turn at light on Monument Drive. Turn right at light onto Government Center Parkway. Government Center on your left.

#### **JOHNSTON-WILLIS HOSPITAL ATRIUM AUDITORIUM** (Building is to the right of the main hospital, 4<sup>th</sup> floor)

**From Interstate 64**, take **I-95 South** to 195 South (Downtown expressway) to Powhite Parkway. Continue on Powhite (there are two \$.50 tolls) to the Route 60 West (Midlothian Turnpike) Exit.

#### **From the South (Petersburg)**

Take I-95 North to Route 288 North. Follow the signs to Route 76 North (toll). This is also called Powhite Parkway North. Continue on Powhite Parkway to the Midlothian Turnpike Exit (US-60). Turn right and proceed on Midlothian Turnpike approximately three to four miles. Hospital will be on the right. Look for the blue "H" sign.

#### **CENTRAL VIRGINIA TRAINING CENTER- BUILDING 49-DAVIS AUDITORIUM**

**From Rt. 29** - Take exit at Wright Shop Road/Central Virginia Training Center. Turn at the top of the ramp onto East Rt. 210, following it to CVTC grounds. When you enter the grounds, make the first right turn. The third building on the left is Building 49. Continue around to the front of the building for parking.

#### **VIRGINIA BEACH CENTRAL LIBRARY**

**From I-264 East**- Take Independence Blvd. (towards Pembroke). Turn right onto Virginia Beach Blvd. (U.S. 58). The library will be on the left. There will be a Central Library sign. Auditorium is on the right side of the library-please enter from the right.

#### **VIRGINIA HIGHLANDS COMMUNITY COLLEGE – LEARNING RESOURCE CENTER**

**From Hwy. 81** - Take Exit 14 to Route 140 North (Jonesboro Road). Follow to Route 372 and turn right. Route 372 will lead to college campus. At the entrance to the campus, there is a map showing the buildings. Presentation will be held in the Learning Resource Center. Please park in lots 4, 5 or 6.

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES**

**Consumer-Directed (CD) Service Facilitation  
REGISTRATION**

PROVIDER NAME \_\_\_\_\_

PROVIDER ADDRESS \_\_\_\_\_

\_\_\_\_\_

CONTACT PERSON (if questions): \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

LOCATION	NAME OF PARTICIPANT

**PLEASE RETURN TO: DEPT. OF MEDICAL ASSISTANCE SERVICES**

**TRAINING UNIT**

**600 E. BROAD ST., SUITE 1300**

**RICHMOND, VA 23219**

**FAX: (804) 786-6229 or (804) 225-4393**

**INFORMATION: (804) 786-1428**

